

**Title of Post:** Activity Leader  
**Reporting to:** Activity Manager  
Centre Director  
**Responsible for:** Students  
**Working Timetable:** Usually -Six days a week – One day off

Please note that due to the logistics of the employment, you may be required to be moved to another centre where extra staff are required. Only in this case will we cover all the travel expenses that may be incurred.

### **Purpose of the Job/Principal Duties**

As an Activity Leader you are responsible for entertaining, guiding and leading the students through a variety of activities, which you will both lead and partake in. Duties include taking part and leading activities which take place on and off site. In addition, you will be responsible for residential supervision such as at meal times and on bed time duties. Summer centres are very busy places and there may be duties to perform in addition to those detailed below;

#### **Activities**

- To ensure adequate preparation & set up for on/offsite activities.
- Lead, supervise, motivate & engage students on activities and trips, through active participation yourself.
- Pro-actively encouraging the children to take part in planned activities both during the day and in the evenings.
- To prepare, plan and lead students on excursions.
- Preparing full activity plans for each activity, and ensuring that you have read all the risk assessments. To assist in the organisation and preparation of a wide range of activities, including during the day, evenings, weekend excursions and pastoral duties.
- To participate in, supervise and lead these activities.

#### **Welfare /Safeguarding**

- You must take reasonable responsibility for the students under your charge and act always to secure and never to endanger their physical and moral welfare.
- Checking all students are accounted for in the classrooms.
- To maintain proper levels of student discipline, safety and welfare.
- To carry out residential supervision duties, including meal and bed time supervision and guardian duties.
- Welcoming new students to the centre.
- Airport assistance.
- To address any student or staff concerns raised to you and report them to the relevant persons involved.
- To be aware of safeguarding duties regarding under 18's.

#### **Company Quality Performance**

- To ensure customer satisfaction in the leading of activities and trips at your centre.
- To enthusiastically promote the Activity Programme.

#### **Administration Duties**

- Preparing Welcome Packs, Excursion Packs and student ID badges.
- Designing and displaying posters and programme information.
- Preparing Welcome Packs, Excursion Packs and student ID badges.
- Photocopying and general office administration.
- To assist in day to day general duties as instructed by senior management.

#### **Liaising**

- To develop and maintain open lines of communication with Group Leaders.
- To liaise with all other members of the Go Languages Team keeping all lines of communication open.
- To develop a strong rapport with all departments in Go Languages developing working and professional relationships.

**In the Classroom/On an Excursion/During an Activity/At the Centre**

- To behave in a professional manner.
- To adhere to Safeguarding and Welfare duties.
- To show leadership skills.
- To provide support to those involved.
- Please refer to the Activity Leaders Manual for more detailed information of duties on an Excursion and During an Activity.

**Qualifications/Experience - Ideally you will have:**

- A First Aid qualification.
- Lifeguards and or/ other coaching qualification.
- Experience of training for or working in the Sport, Leisure or similar industry.
- Knowledge of the rules and organisation of one or more sports / games.
- An Interest and able to organise activities such as drama, arts & crafts, talent shows.

**Staff Induction**

- To attend a staff induction and take an active part in discussion and feedback.

**Personal Development CDP**

- All staff are observed in the first week of employment & have appraisals and goal setting tasks.
- You need to be able to set yourself goals that you would like to work on during your time with Go Languages.
- Weekly training or feedback sessions.

**Health & Safety**

- To comply with all health and safety procedures as required by the Company.
- Being aware of relevant fire, health and safety issues in the classroom and around the centre and during excursions.
- A First Aid qualification is desirable. If you have such please make sure a copy of your certificate is available.

**Child Protection & Safeguarding**

- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, Go Languages Worldwide Safeguarding Policy.
- To provide safety and welfare assistance to students.
- To be vigilant for possible welfare problems of students.

**Go Languages Reputation & Code of Conduct**

- To actively support Go Languages Worldwide in its mission to provide quality learning.
- To provide courses that will challenge the students (realise their potential) and work together to reach their academic targets and support them.
- To comply with management requests to follow the guidelines of external organisations such as British Council in a timely and accurate manner.

## Activity Leader Job Description

- To be dressed in a presentable professional way and always start on time and if this is not possible to inform your manager as early as possible.
- Develop a good rapport with the students and Group Leaders and avoid absences as much as possible.
- There is a specific list of what code of conduct we expect from all staff members in our Staff Handbook.

### Go Languages Worldwide Equal Opportunities Statement

- Our Equal Opportunities Policy states: - “In the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post.
- The requirements being met, no employee will be discriminated against on the basis of their sex, race, colour, ethnic origin, nationality (within current legislation), age, disability, sexual orientation, marital status, caring or parental responsibilities, or beliefs on matters such as religion or politics.”

## Person Specification for Activity Leader

- Enthusiasm
- Excellent organisational and Interpersonal skills
- Motivation
- Ability to work in a high pressure environment
- Flexibility and adaptability
- Ability to work as part of a team

## Compensation

Weekly pay for Activity Leaders: £336 (which is inclusive of 12.07% holiday pay) gross salary per week.